

SECTION FOUR REVIEW

In this section, we covered:

- ! Effects of Sexual Harassment on the Workplace and Individuals
- ! How to Prevent Sexual Harassment
- ! Manager/Supervisor Responsibilities in Preventing Sexual Harassment
- ! Employee Responsibilities in Preventing Sexual Harassment
- ! Monitoring Personal Behavior

1. List four possible effects sexual harassment may have upon:

Individuals

Work Place

2. Complete the following sentence.

An employer is responsible for acts of sexual harassment in the work place where the employer, its agents or supervisory employees, _____ or _____ of the conduct unless it can show that it took immediate and appropriate corrective action.

3. Write down six things you can do, as a manager or supervisor or an employee, to prevent sexual harassment in the work place. These could include your responsibilities or ways in which you can monitor your personal behavior:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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4. In this section, two situations were identified that may require one to be especially careful. What were they?

A.

B.

5. Complete the following sentence.

Sexual harassment can occur because of the _____ of one's behavior, and not necessarily because of the _____ of the behavior.

6. What were the four items found to be the Most Effective Management Actions in Preventing Sexual Harassment?

1.

2.

3.

4.